

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR PROPOSAL

	REQUISITION NUMBER 2851	DUE DATE 10/21/19	TIME DUE noon est
MDOT PROJECT MANAGER Darlette Tolbert	JOB NUMBER (JN) 122367B	CONTROL SECTION (CS) 82024	
DESCRIPTION As-needed Property Acquisition and Demolition Owner's Representative Consultant (ADORC) for the I-94 Modernization Project			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in. WHITE = REQUIRED ** = OPTIONAL		<b>CONSULTANT:</b> Provide only checked items below in proposal when applicable, Best Value scoring criteria is listed separately in the RFP. **Optional items are determined by the MDOT Project Manager.	
Check the appropriate Tier in the box below			
<input type="checkbox"/> <b>TIER I</b> (\$100,000 - \$250,000)	<input type="checkbox"/> <b>TIER II</b> (\$250,000-\$1,500,000)	<input checked="" type="checkbox"/> <b>TIER III</b> (>\$1,500,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service **
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Innovations
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team
N/A	N/A	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input checked="" type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) Resumes will only be accepted for Best Value Selections.	7 pages (MDOT Forms not counted)	14 pages (MDOT Forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b> . Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET E-MAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)**

The Consultants will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. Consultants are responsible for ensuring that MDOT receives the proposal on time.

\* Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response.

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

**(These forms are not included in the proposal maximum page count.)**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be developed and submitted in accordance with the latest [Consultant/Vendor Selection Guidelines for Services Contracts.](#)"

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#### RFP SPECIFIC INFORMATION

☒ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

☒ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with proposal for all firms performing non-prequalified services on this project.**

☒ **Qualification Based Selection** - Use [Consultant/Vendor Selection Guidelines.](#)

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use [Consultant/Vendor Selection Guidelines.](#) See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use [Consultant/Vendor Selection Guidelines.](#) See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.)

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#### BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the e-mail address: [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration. MDOT reserves the right to reject any and all bids.

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#### PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

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## PROPOSAL REQUIREMENTS

Proposals must be submitted for this project electronically. Proposal submittal requirements are listed in *PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS* at the following link [Selection Guidelines for Service Contracts](#)

### **FINANCIAL REQUIREMENTS FOR NON-PREQUALIFIED VENDORS**

[Financial Requirements for Non-Prequalified Consultants/Vendors](#)

### **E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

### **DIGITAL SIGNATURE OF CONTRACTS**

On **January 4, 2018**, Contract Services Division implemented the use of CoSign as the exclusive software for digitally signing all consultant contracts and consultant contract related documents. All other digital signing methods are no longer accepted.

Prior to using CoSign, all external partners must apply for a free digital signature user account by submitting a [MDOT Digital Signature Certificate Request Form](#).

## MDOT INSURANCE UPDATED 3.9.17

At a minimum, the insurance types and limits identified below, may be required from the selected consultant, prior to contract award.

Required Limits	Additional Requirements
<b>Commercial General Liability Insurance</b>	
<u>Minimal Limits:</u> \$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate Limit \$2,000,000 Products/Completed Operations	Consultants must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds
<b>Automobile Liability Insurance</b>	
<u>Minimal Limits:</u> \$1,000,000 Per Occurrence	
<b>Workers' Compensation Insurance</b>	
<u>Minimal Limits:</u> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
<b>Employers Liability Insurance</b>	
<u>Minimal Limits:</u> \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	
<b>Professional Liability (Errors and Omissions) Insurance</b>	
<u>Minimal Limits:</u> \$1,000,000 <b>Per Claim</b>	

The Insurer shall provide at least thirty (30) days written notice of cancellation. The Prime Consultant will be responsible to verify subconsultant(s) compliance with MDOT's insurance requirements.

# **Michigan Department of Transportation**

## **SCOPE OF SERVICE FOR AS NEEDED SPECIALTY SERVICES OWNER'S REPRESENTATIVE CONSULTANT PROPERTY ACQUISITION AND DEMOLITION**

### **CONTROL SECTION:**

82023, 82024, 82025, 82251, 82252, 82111 and 82112

### **JOB NUMBERS:**

122367B

### **PROJECT LOCATION:**

The proposed project, known as the I-94 Modernization Project, between I-96 and Conner Avenue, in the city of Detroit.

### **PROJECT DESCRIPTION:**

This Scope of Service is for the solicitation of an as-needed Property Acquisition and Demolition Owner's Representative Consultant (ADORC) to act as MDOT's representative for procurement assistance, oversight and management of the following activities on the I-94 Modernization project:

- Right-of-way activities necessary to acquire approximately 238 individual parcels (the final parcel count will be determined when the right-of-way plans are completed in 2020). Properties may be added or subtracted from the stated amount.
  - **The initial Notice to Proceed (NTP #1) will be based on 37 parcels. See the PARCEL LIST – NTP #1.**
  - Additional NTP's may be authorized at a later time.
- Asbestos Testing and Hazardous Materials Surveys
- Ground Penetrating Radar Investigation
- Security
- Property management
- Demolition activities

**One (1) consultant will be selected for this as-needed services contract.**

**A mandatory pre-bid meeting will be held at the Michigan Department of Transportation, Office of Aeronautics Auditorium, 2700 Port Lansing Road, Lansing, Michigan 48906. The date and time of the pre-bid meeting will be posted on MDOT's website after this RFP is advertised. Failure of a bidder to attend the mandatory pre-bid meeting will be deemed as submitting a non-responsive proposal. Any costs associated with attending the mandatory pre-bid meeting are at the bidder's own expense.**

**ANTICIPATED SERVICE START DATE:** March 1, 2020

**ANTICIPATED SERVICE COMPLETION DATE:** February 28, 2025

This selection is for a 5 year period.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENT:** 5%

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

None

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Construction Services: Office Technician

Construction Testing: Density

Environmental: Contamination

All work under the secondary prequalification classifications, identified above, must be performed by a consultant/vendor prequalified in the MDOT respective classifications

**PREFERRED QUALIFICATIONS AND CRITERIA (FOR NON-CLASSIFIED SERVICES):**

The Consultant Project Manager should have a minimum five (5) years of experience including three (3) years of management experience on projects of similar size and scope.

The Project Leads for Valuation, Acquisition, Relocation and Property Management should have a minimum five (5) years of experience on projects of similar size and scope.

The project team shall include a Professional Engineer licensed to practice in the State of Michigan. The duties of the Engineer include, but are not limited to monitoring all aspects of the **Demolition Activities** as listed in Section #5 on page 8 of this document.

These requirements also apply to any Subconsultant serving as Project Manager or as a Project Lead.

**MDOT PROJECT MANAGER:**

Darlette Tolbert

Real Estate Manager

MDOT Metro Region Office

18101 W. Nine Mile Road

Southfield, MI 48075

Phone: (248) 483-5185

E-Mail: TolbertD@michigan.gov

**ADDITIONAL INFORMATION:**

The number of acquisition parcels for this Scope of Service is estimated as follows:

<b>Parcel Type</b>	<b>NTP #1 Parcels</b>	<b>Corridor-Wide Parcels (For Information Only)</b>
Residential	23	168
Commercial	8	54
Industrial	6	16
<b>Estimated Total</b>	<b>37</b>	<b>238</b>

The number of acquisition parcels that require demolition is estimated as follows:

<b>Parcel Type</b>	<b>NTP #1 Parcels</b>	<b>Corridor-Wide Parcels (For Information Only)</b>
Residential	1	3
Commercial	2	12
Industrial (small)	1	1
Industrial (large)	4	6
<b>Estimated Demolition Total</b>	<b>8</b>	<b>22</b>

These NTP #1 parcel totals will be used to establish the initial contract price. Increases or decreases to these numbers may result in a change to this contract. The total residential parcels include City of Detroit and Detroit Land Bank parcel demolitions.

If during an acquisition, a settlement cannot be reached with the property owner, the parcel will be turned over to MDOT for the completion of the acquisition after review/approval by the MDOT Project Manager. All other real estate activities will remain the responsibility of the Consultant.

MDOT requests proposals for the performance of services that include, but are not limited to:

- Provide all necessary real estate activities for assigned parcels in accordance with MDOT's federally approved real estate manual according to the time frames established.
- Provide a detailed acquisition plan defining how the Consultant plans to acquire all parcels.
- Assign a suitable Project Manager and Project Leads with the appropriate experience and skills to address the requirements of the contract.
- Attend a kick-off meeting where the MDOT Project Manager will outline MDOT expectations and the Consultant will discuss their acquisition and demolition plans.
- Attend meetings in various locations with officials of MDOT, other governments, or representatives of the private sector, as required.
- Schedule and organize meetings as required.
- Keep MDOT fully informed of progress and any issues encountered through regularly scheduled updates (at a minimum on a bi-weekly basis).
- Immediately advise MDOT of any significant, special, unusual or urgent issues pertaining to the project when they arise.
- Coordinate with other Consultants as defined by MDOT, including, but not limited to the MDOT's Owner Representative Consultant (ORC) and Demolition Contractor(s).

- List and prepare a land inventory of apparent excess property.
- Maintain an approved Quality Assurance Program.
- Appear in court or administrative hearings, as required.
- Provide any reasonable and necessary ancillary services.
- Provide MDOT a Risk Assessment report with regular updates throughout the project.
- Keep records and maintain a database.

**\*\*The consultant team will be required to participate in a partnership workshop and asked to be a signatory party to the I-94 Project Partnering Charter to document their commitment to being a part of a colocated, collaborative team focused on achieving MDOT's project goals for this project.\*\***

### **MDOT RESPONSIBILITIES:**

MDOT will provide the following to the selected Consultant for use on this project.

1. Right-of-way plans and revisions.
2. Initial title reports and searches which have been ordered prior to award of contract.
3. MDOT Approved Consultant Lists.
4. Development Services Division/Real Estate Section Procedure Manuals and Desk Operational Manual.
5. Optioned Parcel Requirements (Form 743).
6. Forms and brochures required by the Procedure Manual and Desk Operating Manual; Deeds (Conveyance instruments).
7. Identification letter
8. Any Preliminary Interviews which have been completed prior to award of contract.
9. Any relocation plans completed prior to award of contract.
10. Direction on the bid letting process and selection of a demolition contractor bidding pool.
11. Guidance, as requested, for all Consultant related activities.
12. Project office space for the Consultant. (The Consultant will be responsible for their own office equipment, computers, printers, fax machines, telephones, etc.).
13. Pertinent reference material, previous and current data, studies, reports and analyses.

### **CONSULTANT RESPONSIBILITIES:**

The Consultant responsibilities include, but are not limited to, the following tasks. **The consultant may either self-perform or subcontract any of these tasks, provided any subcontractor is acceptable to MDOT.**

### **General Activities:**

1. Ensure all necessary real estate activities are completed in accordance with MDOT's federally approved real estate manual and with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act).
2. Provide a detailed property acquisition and demolition plan, maintain an approved Quality Assurance Program and provide reports to the MDOT Project Manager.
3. The Consultant must adhere to all applicable OSHA and MIOSHA safety standards for this job and adhere to the Personal Protective Equipment (PPE) standards.



4. The Consultant shall meet with the MDOT Project Manager to review the project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the project by the planned completion date. Attention shall be given to critical target dates that may require a large lead time.
5. Ensure the use of MDOT's Real Estate Management Information System (REMIS) and ProjectWise for all project information.
6. Provide administrative support.
7. Work cooperatively with other core project advisors (i.e. financial, transactional and legal) and other consultants as required.
8. Attend all meetings as requested by the MDOT Project Manager. This includes a kick-off meeting where the MDOT Project Manager will outline MDOT expectations and the Consultant will discuss their real estate plan.
9. Facilitate public meetings in the project office or a meeting hall within the project area.
10. Invite property owners to public meetings to expedite preliminary interviews.
11. Identify issues and possible solutions related to the real estate project.
12. Promptly respond to all inquiries made by the MDOT Project Manager and keep the MDOT Project Manager informed of issues related to the project.
13. Correctly identify apparent excess property in MDOT's REMIS system.
14. Appear in court or administrative hearings, as required.
15. Provide any reasonable and necessary ancillary services.
16. Immediately advise the MDOT Project Manager of any significant, special, unusual or urgent issues pertaining to the project when they arise.
17. Keep the MDOT Project Manager fully informed of progress and any issues through regularly scheduled updates (at a minimum on a bi-weekly basis).
18. Manage significant coordination, negotiation and interaction with the following:
  - a. Core advisors and consultants hired by MDOT
  - b. Private/public utility property owners
  - c. State of Michigan
  - d. Federal Highway Administration
  - e. City of Detroit
  - f. Detroit Land Bank Authority
  - g. Local railway companies
  - h. Local utilities

- i. MDOT ORC and Demolition contractors
- j. Others to be identified

### **General Property Acquisition Activities**

1. **Valuation:** Provide a team that will perform all necessary valuation activities, including preliminary interviews, market studies, appraisals and appraisal reviews. The team must have the required appraisal license to perform valuation activities and must comply with all Uniform Act requirements.
2. **Acquisition:** Provide a team that will perform all necessary acquisition activities, including:
  - a. Assist MDOT with resolving issues arising from the property acquisition process.
  - b. Monitor and facilitate the property acquisition process.
  - c. Ensure the property acquisition process complies with MDOT's federally approved real estate manual and with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act).
  - d. Ensure all documentation is in conformance with Uniform Act requirements.
  - e. Monitor and facilitate the progress of the acquisition process to ensure all targeted schedules and budgetary goals are met.
  - f. Support MDOT in the completion of all project property acquisitions.
  - g. Provide interpreters for property owners whose first language is not English, when needed.
  - h. Provide adequate identification to all personnel and their vehicles identifying agents as project personnel.
3. **Relocation:** Provide a team that will perform all necessary relocation activities, (property owner's will move their possessions) including:
  - a. Adhere to all requirements of the Uniform Act requirements for relocation activities.
  - b. Ensure the MDOT Project Manager is immediately informed of changes or potential changes to relocation requirements and costs for the displaces.

### **General Demolition Activities**

1. **Asbestos Testing and Hazardous Materials Surveys:** Provide a team that will perform, oversee and manage all asbestos testing and hazardous materials surveys. These activities include, but are not limited to:
  - a. Perform asbestos testing the day MDOT or its assignee takes possession of a parcel or as directed. Provide asbestos test results to the MDOT Project Manager within 36 hours of testing.
  - b. Perform hazardous materials surveys the day MDOT or its assignee takes possession of a parcel or as directed. Provide hazardous material survey results to the MDOT Project Manager or their designee within 36 hours of testing.
2. **Ground Penetrating Radar Investigation:** Provide a team that will perform, oversee and manage all ground penetrating radar investigation. These activities include, but are not limited to:
  - a. Perform ground penetrating radar (GPR) investigation the day MDOT or its assignee takes possession of a parcel or as directed. Provide GPR results in a report outlining the

findings to the MDOT Project Manager within 3 days of investigation.

3. **Security:** Provide security services by a licensed security professional on all residential, commercial and industrial parcels from the time MDOT or its assignee takes possession to the time all buildings are removed, utilities are shutoff, and any required backfilling is completed.
  - a. **Residential Parcels:** When there are 1 to 6 residential parcels in MDOT's possession that have not been demolished and backfilled, provide one armed security personnel and a security vehicle, 24 hours per day on each residential parcel immediately after possession. When there are more than 6 residential parcels in MDOT's possession that have not been demolished, provide 6 security guards to patrol all residential parcels being guarded.
  - b. **Commercial Parcels:** When there are 1 to 2 commercial parcels in MDOT's possession that have not been demolished, provide one armed security personnel and a security vehicle, 24 hours per day on each commercial parcel immediately after possession. When there are more than 2 commercial parcels in MDOT's possession that have not been demolished, provide 2 security guards to patrol all commercial parcels being guarded.
  - c. **Industrial Parcels:** When there are 1 to 4 industrial parcels in MDOT's possession that have not been demolished, provide one armed security personnel and a security vehicle, 24 hours per day on each industrial parcel immediately after possession. When there are more than 4 industrial parcels in MDOT's possession that have not been demolished, provide 4 security guards to patrol all industrial parcels being guarded. It is anticipated that a six-foot chain link fence must be placed by the ADORC around the perimeter of some industrial parcels as directed by MDOT.
  - d. **Combining Security Patrols:** MDOT has the right to increase or decrease security requirements on the Project, including combining the residential, commercial and/or industrial parcels being guarded through patrols.
4. **Property Management:** Provide a team that will perform, oversee and manage all property management activities. These activities include, but are not limited to:
  - a. Coordinate with the MDOT Project Manager and land acquisition team to identify when parcels will become vacant and possession will occur.
  - b. Perform on-site inspection of the parcel the day that MDOT or its assignee takes possession of the parcel.
  - c. Verify utility shutoffs, coordinate with utility suppliers, schedule utility disconnects and pay all costs associated with utility disconnects and site restoration as part of the disconnect process.
  - d. Remove hazardous materials identified in the hazardous material survey. On residential properties this is anticipated to include, but not limited to, items such as the removal of paint cans, needles, household chemicals, and removal of water in flooded basements. On commercial and industrial parcels this is anticipated to include, but not limited to, chemicals used in the business's operations, and removal of water in flooded basements. Removal of asbestos will be done by others.

- e. Remove miscellaneous debris identified during the on-site parcel inspection or as directed by MDOT.
- f. Provide secure facilities for the storage of fixtures removed from acquired parcels.
- g. Board up residential, commercial and industrial parcels after performing the on-site inspection, as directed by MDOT.
- h. Track and provide documentation, logs and reports to the MDOT Project Manager on all ADORC activities for each parcel and update REMIS in a timely manner. MDOT will provide the ADORC with access to REMIS which is a computer system being utilized for all Real Estate activities on the I-94 Modernization project.
- i. Perform duties necessary to support ADORC activities for all affected parcels on the I-94 Modernization project.
- j. Provide dumpsters as directed by MDOT for up to 3 residential parcels; 1 dumpster per residential parcel.

5. **Demolition Activities:** Provide demolition assistance, including, but not limited to the following:

- a. Monitor all asbestos abatement work performed by the Demolition Contractor. The ADORC must be present on-site whenever abatement, environmental remediation or site clean-up is performed.
- b. Perform field oversight and inspection of demolition activities including, but not limited to, quality assurance sampling and/or testing, density testing, issuance of work orders, open hole inspections, coordination with third party entities, reporting and documentation of demolition activities using Field Manager.
- c. Provide staff to perform Office Technician duties for all demolition contracts.
- d. Attend and assist with preconstruction meetings and construction progress meetings. Progress meetings are anticipated to occur every 2 weeks with each demolition contractor and MDOT staff.
- e. Coordinate the release of parcels to the Demolition Contractor after MDOT or its assignee takes possession as directed by MDOT.
- f. Perform field operations in accordance with MDOT's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118 and in accordance with MIOSHA regulations and accepted safety practices.
- g. Obtain and utilize the most current Field Manager software. Contact Info Tech, Inc. at (352) 381-4400, fax (888) 971-3916 or ([www.fieldmanager.com](http://www.fieldmanager.com)) to obtain software and information on training. Field Manager software is used on all MDOT projects and the software cost cannot be charged as a direct expense for this project.
- h. Resolve any problems, issues, discrepancies or other items in dispute with the Demolition Contractor and any other contractors/subcontractors working on the I-94 Modernization project. Provide documented resolution of such issues and keep the MDOT Project Manager and the MDOT Construction Engineer informed of all such issues.
- i. Review all pay invoices submitted by the Demolition Contractors, and any other contractors working with the Demolition Contractors on the I-94 Modernization project, prior to payment by MDOT.
- j. Provide demolition design and coordination – As part of **Step 1 – Evaluation of the Written Proposal**; Understanding of the Scope of Service and Innovations, the Consultant shall provide a narrative that illustrates how the Consultant proposes to package the demolition contracts.

- i. Assist MDOT with development of the remaining residential, commercial and industrial demolition contracts. The number of commercial and industrial parcels the ADORC is anticipated to provide design assistance on is in the chart in the **Project Description** area on page 2 of this RFP.
- ii. Provide coordination of permits, insurance and other associated costs if demolition activities are required on parcels involving railroads.
- k. Provide fencing, snow removal, mowing and weed cutting for all acquired parcels from possession through letting.

Provide a team that will perform, oversee and manage all activities consistent with MDOT practices, guidelines, requirements, specifications, plans, proposals, rules, regulations and in accordance with MDOT's Construction Manual, Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Testing and Inspection Manual, Title 49 CFR (Transportation) and any and all other applicable references, regulations, specifications, guidelines, and/or procedures manuals.

Failure to perform any of the above responsibilities may result in the ADORC being in non-compliance with the contract.

#### **PROJECT SCHEDULE:**

The Consultant shall submit a schedule within six (6) weeks after award of the contract showing milestones and the proposed time-frames required to develop the requested activities and project delivery dates for a right-of-way acquisition program starting March 1, 2020 through February 28, 2025.

#### **SERVICE PERIOD:**

It is anticipated that one consultant will be selected as the ADORC and will be responsible for work under this Scope of Services on the I-94 Modernization project for a sixty (60) month term. MDOT reserves the right to extend the contract up to 5 additional years through one or multiple extensions with FHWA approval. The length of any extension may vary at MDOT's sole discretion. Costs associated with an extension will be negotiated prior to authorizing the extension.

#### **GENERAL INFORMATION:**

Work shall conform to current MDOT, Michigan Department of Natural Resources (MDNR), Environmental Great Lakes, and Energy (EGLE), Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) practices, guidelines, policies, standards, manuals and applicable law, including 49 CFR Part 24 and other applicable state and federal regulations. In addition, all work shall conform to applicable OSHA and MIOSHA safety standards.

The online links to the MDOT Real Estate Procedure/Desk Operating Manuals, 23 CFR& 49 CFR and "MDOT Consultant Vendor Selection Guidelines are available at:

MDOT Real Estate Procedure/Desk Operating Manuals – online link will be made available prior to execution of the contract.

[www.eCFR.gov](http://www.eCFR.gov)

[https://www.michigan.gov/documents/MDOT\\_Consultant-Vendor\\_Selection\\_Guidelines-0106\\_145222\\_7.pdf](https://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf)

## **GENERAL REQUIREMENTS:**

### **Conflict of Interest and Confidentiality:**

The Consultant shall maintain strict confidentiality and will comply with all Conflict of Interest requirements at all times.

MDOT has hired HNTB Corporation and Alfred Benesch and Company as Owners Representative Consultant (ORC) for the I-94 Modernization Project. These 2 companies will not be allowed to participate or join any part of the ADORC's team. Other MDOT ORC team members in non-lead roles may participate. A sub-consultant to the ORC may be allowed to participate as a consultant but will also be subject to a review for potential conflict of interest, determined on a case by case basis.

In accordance with 49 CFR 24.102, a potential conflict of interest exists between the ADORC appraisal team and the persons functioning as negotiators. To manage this potential conflict of interest, the ADORC will be required to establish a "firewall" process to mitigate this potential conflict of interest. This "firewall" process shall be defined in the consultant's conflict of interest management plan to be included in their proposal response. At a minimum, the plan must demonstrate that persons functioning as negotiators may not supervise or formally evaluate the performance of any appraiser or review appraiser performing appraisal or appraisal review work. MDOT reserves the right to require modifications to this plan, to ensure compliance with Federal regulations.

### **Project Office**

MDOT may provide office space at the I-94 project office for the Consultant. This will be determined by the MDOT Project Manager at the scope verification meeting.

The Consultant shall be responsible for staffing and all office equipment, including but not limited to: computers for Consultant staff, printers, telephones, fax machines, copiers and other general equipment necessary to operate an office. Normal business hours for the project office will be 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **Presence of Qualified Personnel**

The Consultant shall designate a Project Manager to be present at the project office for project decisions as necessary, and as directed by the MDOT Project Manager. Key personnel, not solely clerical support, shall be available during all business hours. Staffing, as approved by the MDOT Project Manager, must be appropriate for delivery of relocation assistance payments.

### **Real Estate Tracking System**

The Consultant is required to utilize MDOT's Real Estate Management Information System (REMIS)

and ProjectWise for all real estate data entry for this project.

### **Authorizations and Licenses**

The Consultant must have all necessary authorizations to do business in the State of Michigan. Such authorization and required licenses shall be obtained by the proposal due date.

Any out of state company must register with the Michigan Department of License and Regulatory Affairs as a foreign LLC or Corp. before performing work in the State of Michigan.

The Consultant's Project Manager must possess a Michigan Real Estate Broker's license and all other employees, joint venture employees or employees of Sub-consultants must be licensed in accordance with any applicable Michigan Licensing Law, (i.e. real estate sales agents, brokers, and/or appraisers). Such licenses shall be obtained by the proposal due date. .

### **Cost Liability**

MDOT assumes no responsibility or liability for costs incurred by the Consultant prior to the signing of any contract resulting from this RFP. Total liability of MDOT is limited to the terms and conditions of this RFP and any resulting contract.

### **Disclosure**

All information in a Consultant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of, including but not limited to, contracts and attachments thereto.

### **Quality Reviews**

The Consultant shall conduct Quality Reviews and cooperate with MDOT to ensure compliance with the requirements cited in the Scope of Service. Quality Reviews shall be conducted to evaluate the adequacy of materials, documentation, processes, procedures, training, guidance, and staffing cited in the Scope of Service. Quality Reviews shall also be developed and performed to assure compliance with specific qualified assurance provisions contained in this RFP.

### **Review of Operations**

After the proposal due date and prior to contract award, MDOT reserves the right to perform or to have performed, an on-site review of the Consultant's operations. This review will serve to verify data and representations submitted by the Consultant, and to determine the Consultant has adequate qualified and experienced staff, and can provide overall management, facilities and financial capability adequate to meet the contract requirements.

In the event MDOT determines the size or nature of the Consultant's operations or the number of experienced personnel (including professional staff) are not reasonably adequate according to criteria established by MDOT to ensure satisfactory contract performance, the Consultant will be deemed non-responsive and the proposal will be subject to rejection.

### **Financials**

The Consultant shall provide financial records that substantiate their ability to undertake and complete the project.

### **Guarantees and Insurance**

A Commercial General Liability insurance policy is required. MDOT shall be named an additional insured on said insurance policy. In addition, the Consultant shall indemnify, defend and hold MDOT harmless against any and all expenses, demands, claims or losses of any kind that may arise out of the performance of the contract. The Commercial General Liability Insurance policy shall be in an amount not less than three million dollars (\$3,000,000) in the Aggregate and not less than one million dollars (\$1,000,000) per occurrence and shall provide MDOT a certificate of insurance indicating acceptance by its insurer of its obligation to defend and hold MDOT harmless. The Consultant's liability and indemnification obligations are not limited by any insurance coverage Consultant maintains. The Consultant must acknowledge and demonstrate the ability to meet the guarantee and insurance requirements.

### **Authorized Expediter**

The Consultant shall include the names and phone numbers of the personnel of the Consultant organization authorized to expedite the proposed contract.

### **WORK DESCRIPTION:**

#### **Technical Work**

MDOT will provide a title report for each property to be acquired. The title report includes encumbrances to the title, including any mortgages, liens, easements and attachments. The title report will be reviewed by the Consultant to determine the status of the title. Additionally, the Consultant shall review title work to identify the owner(s) of record and any mortgages, tax liens, and other liens or judgments. If a title update is needed, a request shall be forwarded to MDOT.

The Consultant shall review Right-of-Way (ROW) acquisition plans/maps; instruments of conveyance and appraisals to verify the consistency of the information, such as the description of the area to be acquired and to identify all interests of each parcel. The Consultant shall be responsible for coordinating with the MDOT ORC or other entities for the preparation of legal descriptions and/or modifications necessary for the project as defined by the MDOT Project Manager. This shall include, but is not limited to, all appropriate forms for acquisitions designated on the plans. All area calculations will be verified by the Consultant. Any discrepancies in areas shall be brought to the attention of the MDOT Project Manager. The Consultant shall work with the MDOT ORC or other entities as defined by the MDOT Project Manager to correct the description.

Negotiations may facilitate a change in the proposed acquisitions. The Consultant will bring any revision requests to the attention of the MDOT Project Manager. If the proposed change appears to be appropriate, the request for the revision will be made by the Consultant. If errors, discrepancies or omissions are discovered in the right-of-way plans, the Consultant shall immediately report to the MDOT Project Manager. Activities on the affected parcel or parcels will cease until corrected information or further instruction is provided to the Consultant by the MDOT Project Manager.

#### **Preliminary Interview**

The Consultant shall conduct Preliminary Interviews with property owners as per MDOT's Procedure Manual. The Consultant shall identify any special or unusual Acquisition/Relocation problems, provide reasonable solutions to these problems and report them to the MDOT Project Manager.



### **Environmental Review (Hazardous Materials)**

The Consultant will be responsible for coordinating with MDOT for environmental testing, activities and obtaining Rights of Entry for testing work. The Consultant may be responsible for environmental reviews at the discretion of MDOT.

The information generated by the investigation(s) will be communicated to the Consultant, via the MDOT Project Manager for their use. It is anticipated that most parcels will be immediately determined to be free of environmental contamination while others will require more intensive investigative steps to make that determination. The determinations of no potential contamination shall be provided to the Consultant by the MDOT Project Manager. As the balance of the investigations are completed, those determinations will also be released to the MDOT Project Manager. In some cases, the discovery that a parcel is a site of environmental contamination may require that special procedures be followed before acquisition. In no case will acquisition of a parcel proceed without clearance from the Project Manager, in order to prevent the inadvertent acquisition of a contaminated property.

### **Valuation**

The Consultant shall provide Valuation Services including Scope of Work, Appraisal (including Fixtures), and Appraisal Review as per the MDOT's Procedure Manual. Each appraiser/review appraiser shall be on MDOT's Approved Consultant List. The MDOT Project Manager must approve and establish just compensation prior to the Consultant making a written good faith offer to the property owner.

#### **Valuation Deliverable**

The negotiated appraisal/appraisal review fee per parcel or the negotiated market study fee agreed to in this contract shall include:

1. Two (2) original color-printed Appraisal Reports with Appraisal Review attached
2. One (1) Appraisal Checklist (Form 633ES)
3. Two (2) original color-printed Market Studies
4. One (1) Electronic copy of Appraisal Report with Appraisal Review
5. One (1) Electronic copy of the Market Study/Studies
6. Provide Valuation Status Report as requested
7. Time required to attend conferences for the purpose of discussing certain aspects of the appraisal report
8. Electronic copies of each of the above items in pdf format.

### **Acquisition**

The Consultant shall provide Acquisition Services as per MDOT's Procedure Manual and Desk Operating Manual up through and including recording of the instrument. The Consultant shall submit the name of the individuals who will perform the acquisition to the MDOT Project Manager for approval prior to any work being started. The Consultant will have a licensed Real Estate Broker on staff that will be responsible to oversee the real estate acquisition. The Consultant will provide acquisition status reports as requested. Any administrative settlements or recommendation for condemnation must be approved by the MDOT Project Manager or be in compliance with the MDOT Procedure for administrative settlements.

### Acquisition Deliverable

When submitting a parcel package to MDOT for processing and payment to the landowner(s), Consultant shall provide all necessary documents as outlined in MDOT's Option Processing Requirements (Form 743C). Consultant shall submit hard copies and electronic copies in pdf format of the necessary forms.

### **Relocation**

The Consultant shall provide Relocation Assistance in accordance with the MDOT Procedure Manual and Desk Operating Manual; Act 31, Michigan P.A. 1970; Act 227, Michigan P.A. 1972; Act 87, Michigan P.A. 1980, as amended; P.A. 367 and 439 of 2006, as amended; the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended; and any other applicable state or federal requirements.

The Consultant will provide the following for the displacees:

- Adequate staff to assist displacees in proper preparation and documentation of relocation activities.
- Current listings of replacement houses which are suitable in price, size and condition.
- Neighborhood and metropolitan newspapers for listings of available properties.
- Local real estate publications of homes for sale or for rent.
- State and local maps showing location of schools, parks and shopping districts.
- School district boundary information.
- Current financial data on closing costs, typical down payments, interest rates and terms on conventional, FHA-VA, MSHDA, etc. mortgages.
- Brochures on public transportation schedules, costs, and routes.
- "Your Rights and Benefits" and "Public Roads and Private Property" booklets.
- Copies of local ordinances pertaining to housing, building codes, open housing, etc.
- Consumer education literature on housing costs and family budgeting.
- Address lists and phone numbers of organizations or agencies which provide assistance and services to displacees.
- Current information on public housing which may be suitable for displacees.
- Any other information the displacees may find helpful.
- Provide Relocation Advisory Services.

MDOT must review and approve all replacement housing/rental determinations prior to making a written good faith offer to the property owner. All relocation payments must be approved by MDOT.

### Relocation Assistance Deliverable

When submitting relocation documentation to MDOT for processing and payment, the Consultant shall provide the necessary claim forms and all supporting documentation as outlined in MDOT's Procedure Manual and Desk Operating Manual. Consultant shall submit hard copies and electronic copies in pdf format of the necessary forms.

The Consultant assigned to a project shall remain available to all parties until all displacees have been relocated and all documentation and claims submitted and final payment made, or until services of the Consultant are otherwise terminated or concluded under this Contract.

### **Property Management**

The Consultant shall provide for the security of the parcel and all improvements. Property Disposition, Rodent Control, Fixture Disposal, Notice to Public Building Certifications, Excess Property all shall be handled as per MDOT's Procedure Manual and Desk Operating Manual.

In all cases, between vacation of the buildings and demolition of improvements, the responsibility for security and boarding is the responsibility of the Consultant. Any continued use of utilities shall be approved by the MDOT Project Manager and the account shall be transferred to MDOT's name. Utility bills may be submitted to the MDOT Project Manager for payment by MDOT, with properly completed vouchers.

### **Demolition Assistance**

The Consultant will be responsible for determining when a parcel will be ready for demolition and coordinating demolition activities with the Demolition Contractor. In the event the demolition contract has not been awarded, it shall be the Consultant's responsibility to maintain and provide security to the improvements and property. Consultant will be responsible for all property management activities for property acquired by MDOT, such as: security, board-up and, if vacant, weed abatement, mowing, snow removal and debris removal. Grass and weeds shall be cut every two (2) weeks and not be permitted to grow more than six (6) inches. Consultant will not be responsible for demolition or site clearance.

#### **Demolition Assistance Deliverables**

The Consultant shall produce the following deliverables as directed by the MDOT Project Manager and the MDOT Construction Engineer:

1. Provide a security plan detailing the anticipated level of security necessary for ADORC activities for the upcoming month. Provide the plan to the MDOT Project Manager 7 calendar days prior to the first of the month. Review the plan with MDOT and adjust the plan based on MDOT input. An incident report must be filed for the previous month with the upcoming security plan. Document and provide MDOT with information that may lead to an increase in the costs of security.
2. Provide a staffing plan detailing the anticipated tasks, necessary staff and anticipated hours associated with each task for the upcoming month. Provide the plan to the MDOT Project Manager 7 calendar days prior to the first of the month. Review the plan with MDOT and adjust the plan based on MDOT input.
3. Provide reports, evaluations and other documents that assist the MDOT Project Manager and/or the MDOT Construction Engineer in the oversight and management of the project as requested.
4. Provide specifications, contract documents and other assistance as needed for MDOT to develop and let residential, commercial and industrial demolition contracts.

### **Progress Reports**

The Consultant shall submit a detailed bi-weekly project progress report to the MDOT Project Manager. Each report shall provide supporting detail and documentation as necessary to reasonably substantiate, and for MDOT to reasonably verify, that the activities were performed and costs were incurred in

accordance with the applicable statement of activities and this Scope of Service, including DBE Goals and Local Participation accomplished to date. Provide supporting documentation, including diaries, sketches, logs and records, detailing the work accomplished to date, the work performed to date and the work planned for the next reporting period.

The requirements stated in this paragraph may be satisfied through a mutually acceptable and agreed upon electronic or other reporting process.

The Consultant shall maintain in a database the actual costs for all real estate activities as they are incurred. The actual cost will be reflected as a comparison to the initial cost estimates for real estate activities.

#### **REPORTING AND RECORD KEEPING:**

1. Prepare reports and records required by the MDOT Project Manager and MDOT Construction Engineer, which may include, but are not limited to, the following:
  - Inspector's Daily Reports
  - Work Orders
  - Moisture and Density Determination Reports (Form 582B)
  - Final Acceptance/Certification Report (Form 1120)
  - Contract Modifications
  - Extension of Time and Liquidated Damages
  - Contractor Evaluation (Form 1182)
  - Other records and/or reports as required by the MDOT Project Manager, the MDOT Construction Engineer, and/or by MDOT practices, guidelines, requirements, specifications, plans, proposals, rules, regulations and in accordance with MDOT's Construction Manual, Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Testing and Inspection Manual, Title 49 CFR (Transportation) and any and all other applicable references, regulations, specifications, guidelines, and/or procedures manuals.
2. Review, process, and/or approve records and reports submitted by the Demolition Contractor and the Consultant's subconsultants as required by MDOT and as applicable to the I-94 Modernization project which may include, but are not limited to, the following:
  - Weekly Employment Reports, Certified Payrolls
  - Contractor's claims for additional compensation and extension(s) of time
  - Other reports and records as required for the MDOT Project Manager and the MDOT Construction Engineer
3. Maintain project files in accordance with the most current documentation guidance as issued by MDOT and the most current version of the Special Provision for Construction Document Management.

### **GENERAL STAFFING REQUIREMENTS:**

The ADORC is expected to provide a satisfactory number of qualified personnel to effectively execute the contracted responsibilities. Depending on the task and schedule, there may be work during nighttime hours, on weekends, and/or under expedited time constraints. The number of personnel needed during any particular task may change as the project progresses.

The ADORC will adequately staff each task in advance of the start of work, in order to be properly prepared to satisfy the responsibilities. The ADORC must not assign any personnel until first submitting in writing for MDOT's review and approval, the qualifications of each person proposed to be assigned to the task. The ADORC must submit this request for approval to the MDOT Project Manager at least two weeks before the date an individual is expected to start work.

An individual, who is previously approved by the MDOT Project Manager, but whose performance is later determined by the MDOT Project Manager to be unsatisfactory, will not be allowed to continue working on the I-94 Modernization project and may be replaced by another individual if an alternate is acceptable to the MDOT Project Manager.

Any adjustment of workforce as recommended by the MDOT Project Manager will be accomplished within one week after notification. MDOT reserves the right to add or reduce staff on tasks as it so desires during the course of the contract.

### **CONSULTANT PAYMENT – Loaded Hourly Rate:**

Compensation for this project shall be on a **loaded hourly rate basis**. This basis of payment typically includes an estimate of labor hours by classification or employee, and a "loaded" rate which included and hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead. A fixed fee shall not be applied to such items as boarding and fencing, security costs, utility disconnect fees, and asbestos testing.

All billings for services must be directed to MDOT and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if instructions are not followed.

Payment to the ADORC for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the ADORC. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by MDOT for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

Full time services may not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT’s Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at:

[http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418).

MDOT’s travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT’s Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at:

[http://www.michigan.gov/documents/mdot/Final\\_Overtime\\_Guidelines\\_05-01-13\\_420286\\_7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848).

MDOT’s overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

### **SELECTION CRITERIA:**

**As mentioned above, a mandatory pre-bid meeting will be held at the Michigan Department of Transportation, Office of Aeronautics Auditorium, 2700 Port Lansing Road, Lansing, Michigan 48906. The date and time will be posted on MDOT’s website after the advertisement of this RFP.** This meeting site is accessible. If sign language interpreter or assistive listening devices are required, or if you need information in an alternate format such as large print, braille or audio tape, or if you require another type of accommodation, contact the MDOT Development Services Division, P.O. Box 30500, Lansing, Michigan 48909 **at least 10 days in advance.** Phone (517) 373-2200, Fax (517) 373-2209.

**Failure of a bidder to attend the mandatory pre-bid meeting will be deemed as submitting a non-responsive proposal. Any costs associated with attending the mandatory pre-bid meeting are at the bidder’s own expense.**

The purpose of the meeting will be for MDOT to respond to questions from the RFP recipients and to clarify contractual requirements in an open forum. In addition, recommendations by the recipients concerning the contents, requirements, Scope of Service, etc., contained in this RFP will be discussed. Any changes to the RFP will be at the sole discretion of MDOT and will be posted on MDOT's website.

Responses to this Scope of Service will be evaluated on a “three (3) step selection process” based on the highest total point score from steps 1 and 2 outlined below:

### **Step 1 – Evaluation of the Written Proposal -- (140 Points Total)**

The Written Proposal must contain the following four areas as outlined below:

1. Understanding of the Scope of Service and Innovations (35 Points)
2. Team Qualifications (50 Points)

3. Past Performance (20 Points)
4. Quality Assurance/Quality Control Process (10 Points)
5. Location (5 Points)
6. Appraisal/Negotiations “Firewall” Plan (Pass/Fail)
7. Oral Interview (20 Points)

The Written Proposal must contain enough detail and sufficient information to be properly evaluated and scored. A bidder must have a minimum of 70 points in Step 1 and include a “Firewall” Plan in the proposal response in order to be considered under Step 2.

Understanding of the Scope of Service and Innovations (35 Points):

Proposed Project Approach: Describe the understanding of the service, innovations, the role and responsibility of the Consultant and the use of subcontractor to perform all required activities or other issues you intend to propose on the I-94 Modernization project. This information is to be based on the Scope of Service.

Consultant should provide the following:

- A narrative that illustrates an understanding of the MDOT's requirements and services.
- A description of the general approach and methodology that the Consultant would take in performing the services including specifications and requirements;
- A narrative that illustrates how the Consultant will complete the Scope of Service, manage the Services, and accomplish required objectives within the MDOT's schedules;
- A narrative that illustrates how the Consultant proposes to package the demolition contracts;
- Initial work plan, broken down by task, types of resource, and assigned personnel, showing the ADORC's plan for performing, overseeing and managing ADORC activities. Demonstrate how the work will be cost effective and efficient;
- A description of the standards to be met by the Consultant in providing the services;
- Your corporate philosophy, your vision for future enhancements, new technologies, expandable services;
- A narrative that describes details of how they intend to manage data electronically;
- A narrative that demonstrates an ability to meet a deadline;
- A narrative that demonstrates continuity or replacement of Consultant.

Project Approach for Management, Execution of the Work, Schedule, and Cost Control. The proposal shall address the firm's approach to providing the Services to meet MDOT's purpose and goals of the Project to include the following elements:

- Management: Describe your firm's working relationships with citizens, and other interested parties and how your firm intends to mitigate conflicts;
- Execution of the Work: Describe your firm's proposed method and processes to ensure that the transition and delivery of the Services run smoothly;
- Schedule: Describe your firm's approach to manage the schedule for all work and services required and how to ensure those schedule milestones are met.
- Cost Control: Describe your firm's general approach to managing cost, including but not limited to, the hours estimated as part of this RFP;

- Approach to obtain, engage, achieve, document, monitor and report DBE participation and Local Participation;
- Approach for ADORC activities, including a plan for a successful integration and collaboration with MDOT, the MDOT land acquisition team, and the Demolition Contractors;
- Availability of a comprehensive database and use of technology;
- Include any work item that you believe should be added to the Scope of Service, or any work item that is in the current Scope of Service which you believe should be altered.

#### Team Qualifications (50 Points):

The scoring for qualifications of team scoring will be one score based on the following information:

- The proposal shall consist of a concise description of the company, including origin, state of incorporation, background, current size (both financially and staffing), general organization and current experience. (Experiences should be descriptive in how it is similar in size and/or scope to the Services required herein and your firm's successful approach to delivering those Services);
- High level organization chart;
- Structure of the Project Team (Personnel and Roles) - Describe the structure of the project team including the roles of all key personnel and Subconsultants. Describe the team including experience of the Project Manager, roles of team members and subconsultants that may be used for the project. A resume for key team members must be included;
- Description of the method used to determine if subconsultants may be needed, even if they are not known at this time;
- For each known Subconsultant/vendor, describe role in service and include what percent of the named role that the Subconsultant/vendor is expected to provide.

Staff Service Experience - Provide resumes for each of the key staff of the prime and Subconsultant/vendors. The format is shown in the Consultant Selection Guidelines (see page 14 and follow link to Form 1242). The resume is limited to two (2) pages per key staff member. The Consultant must assign team members to the Project that are knowledgeable, experienced and able to demonstrate experience in all phases of the acquisition of large amounts of right-of-way according to applicable Uniform Act and state / local regulations.

#### Past Performance (20 Points):

Provide a list and description of projects that demonstrate specific qualifications and experience managing similar in size and Scope of Service with MDOT, local governments, federal government and/or other state governments. Provide a detailed description of your experience managing large scale demolition projects.

Documentation must include:

- Date of project;
- Name, address and telephone number of client and contact;
- Short project description and services provided.



MDOT will review relevant performance evaluations for the past three (3) years for prime. If the Consultant has not previously worked for MDOT or has only had a few service opportunities that have been evaluated, this area can be used to provide other references for the Selection Team to contact. These references would be in addition to references provided in the resumes requested in subsection 2 - "Qualifications of Team" above, and limited to work completed in the past three (3) years.

**Quality Assurance/Quality Control Process (10 Points):**

Outline a plan for completing Quality Assurance/Quality Control services on this project including background information of selected manager for this service. Person performing the quality control review must have extensive experience/knowledge with federally funded land acquisition standards and practices. The following items must be included:

- Narrative description of the quality assurance methods used to monitor and assure compliance with the contract requirements in this Scope of Service;
- Outline of the type of records which will be generated and maintained during the execution of the Quality Program;
- List of the key personnel responsible for the Quality Program.

**Location (5 Points)**

The percentage of work performed in Michigan will be used for all selections unless a project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.

The Guideline for percentage of work performed in Michigan:

95-100%	5 points
80-94%	4 points
50-79%	3 points
25-49%	2 points
10-24%	1 point
Less than 10%	0 points

**Step 2 – Oral Interview – (20 Points Total)**

A bidder must have a minimum of 20 points in Step 1 in order to be considered under Step 2. For bidders scoring 20 points or more, their score will be added to their score from Step 1.

The Oral Interview will take place in Lansing approximately two (2) weeks after the Written Proposal is due. The Consultant Project Manager and up to five (5) key staff must be in attendance at the Oral Interview. Failure to attend the Oral Interview will be deemed as submitting a non-responsive proposal.

The Consultant will be evaluated on their understanding of the Scope of Service; their staffing plan and staff qualifications; Consultant's Project Manager and MDOT Project Manager interaction; dedicated

hours of the staff; their Quality Assurance/Quality Control plan and any savings in time addressed. MDOT may provide a list of questions and/or issues at the Oral Interview that the Consultant will be required to address at the oral presentation. Questions to MDOT from the Consultant will not be permitted during the Oral Interview.

A Consultant's refusal to attend such interviews will be deemed as submitting a non-responsive proposal.

**Step 3 – Final Selection Process**

Within one (1) week of the Oral interviews, the Consultant with the highest score will be contacted and a scope verification meeting will be scheduled. Within one (1) week of the scope verification meeting, the Consultant must submit an initial price proposal to MDOT for review. Within one (1) week of receiving the initial price proposal, MDOT will schedule a negotiation meeting to agree on a final price proposal. If a final price cannot be reached, MDOT will contact the Consultant with the 2<sup>nd</sup> highest score and begin the process with them.

**REQUIRED CONSULTANT INFORMATION:**

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

**CONSULTANT NAME AND ADDRESS:** Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

<b>Name and Title:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b>	( )	<b>Facsimile:</b> ( )
<b>Web Page:</b>		

**ORGANIZATION AND YEAR:**

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

<b>Status:</b>		<b>Year:</b>
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**RFP CONTACT:**

Please provide the following information of the respondent's RFP contact:

<b>Name and Title:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b>	( )	<b>Facsimile:</b> ( )
<b>Web Page:</b>		

**PARCEL LIST – NOTICE TO PROCEED #1**

Parcel Address	Parcel ID	Owner	Property/Structure Type	Full Parcel Acquisition	Structure(s) Impacted	Relocation Needed?
5459 15th St	10005704-14	Detroit Land Bank	Vacant	Yes	No	No
5458 15th St	10005533-42	Detroit Land Bank	Vacant	Yes	No	No
1929 W Edsel Ford	08001492.	City of Detroit	Vacant	Yes	No	No
1925 W Edsel Ford	08001491.	City of Detroit	Vacant	Yes	No	No
5329 Rosa Parks Blvd	08008057.	Private	Vacant, Billboards	Yes	Yes	Yes
5820 Third	04003438.	Det. Library Commission	Commercial, Billboards	Yes	Yes	Yes
467 Antoinette	02001060.	Private	Vacant	No	No	No
459 Antoinette	02001059.	Private	Commercial	Yes	Yes	Yes
447 Antoinette	02001058.	Private	Residential	Yes	Yes	Yes
435 Antoinette	02001057.	Private	Parking lot	No	No	No
413 Hendrie St.	01001622-3	Detroit Land Bank	Vacant	Yes	No	No
419 Hendrie St.	01001624.	Detroit Land Bank	Vacant	Yes	No	No
427 Hendrie St.	01001625.	Detroit Land Bank	Vacant	Yes	No	No
433 Hendrie St.	01001626.	Detroit Land Bank	Vacant	Yes	No	No
443 Hendrie St.	01001627.	Detroit Land Bank	Vacant	Yes	No	No
447 Hendrie St.	01001628.	Detroit Land Bank	Vacant	Yes	No	No
457 Hendrie St.	01001629.	Detroit Land Bank	Vacant	Yes	No	No
501 Hendrie St.	03001633.	City of Detroit	Vacant	Yes	No	No
515 Hendrie St.	3001634.	Detroit Land Bank	Vacant	Yes	No	No
521 Hendrie St.	03001635.	Detroit Land Bank	Vacant	Yes	No	No
531 Hendrie St.	03001636-74	City of Detroit	Vacant	Yes	No	No
677 E. Edsel Ford	03001690-8	City of Detroit	Vacant	Yes	No	No
5930 Hastings Ave.	05004175-82	Private	Vacant	Yes	No	No
944 Harper Ave.	05002390-460	Private	Vacant, Billboards	Yes	Yes	Yes
6060 Rivard Ave.	05003337.	Private	Industrial, Billboards(3)	Yes	Yes	Yes
6001 Russell Ave.	05003338.	Private	Industrial, Billboards	Yes	Yes	Yes
6000 Russell Ave.	07002587.	Private	Industrial	Yes	Yes	Yes
5845 Russell Ave.	05003339-41	Private	Industrial	Yes	Yes	Yes
1550 Trombly Ave.	07001490-2	Private	Industrial	Yes	Yes	Yes
6090 Dequindre	09005138.003L	Private	Industrial, Billboards	Yes	Yes	Yes
6444 Sherwood St.	15011818.	Private	Vacant, Billboards	Yes	Yes	Yes
6436 Sherwood St.	15011815-7	Private	Vacant, Billboards	Yes	Yes	Yes
9317 Gratiot Ave.	19001719.001	Private	Parking lot	Yes	No	No
6081 Hurlbut St.	19004594-604	Detroit Land Bank	Vacant	Yes	No	No
6070 Hurlbut St.	19004570.	Detroit Land Bank	Vacant	Yes	No	No
5955 Bewick Dr.	21037343-54	Detroit Land Bank	Vacant	Yes	No	No
11800 Harper Ave.	21004063.	City of Detroit	Vacant	Yes	No	No